Spend Authorization Request

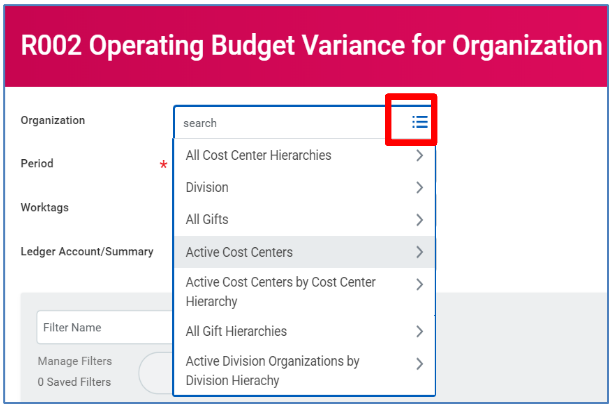
Contents

The Spend Authorization Request is used to grant permission for a future business expense. These authorizations are initiated by employees on behalf of themselves or others, as indicated. Spend Authorization is only required for an overnight business expense or requesting a per diem only cash advance. Once approved, the spend authorization will encumber the amount of the request against the Cost Center’s budget.

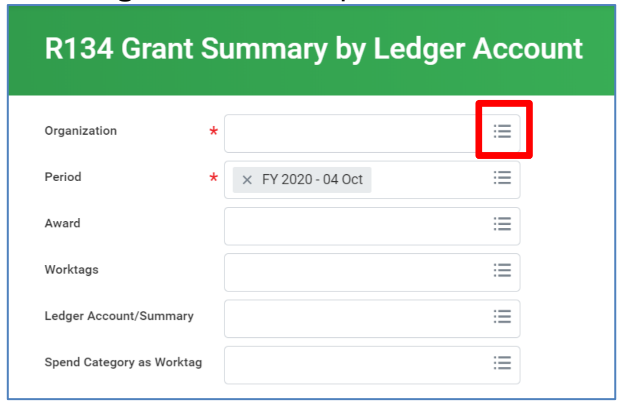
Check Budget

The first step in creating a Spend Authorization is to check the available budget. For cost center and gift transactions, run the R002 Report. If the transaction is for a grant, then the R134 Report should be run.

- In the *Search* field, enter **R002** to find and run the **Budget Report**.

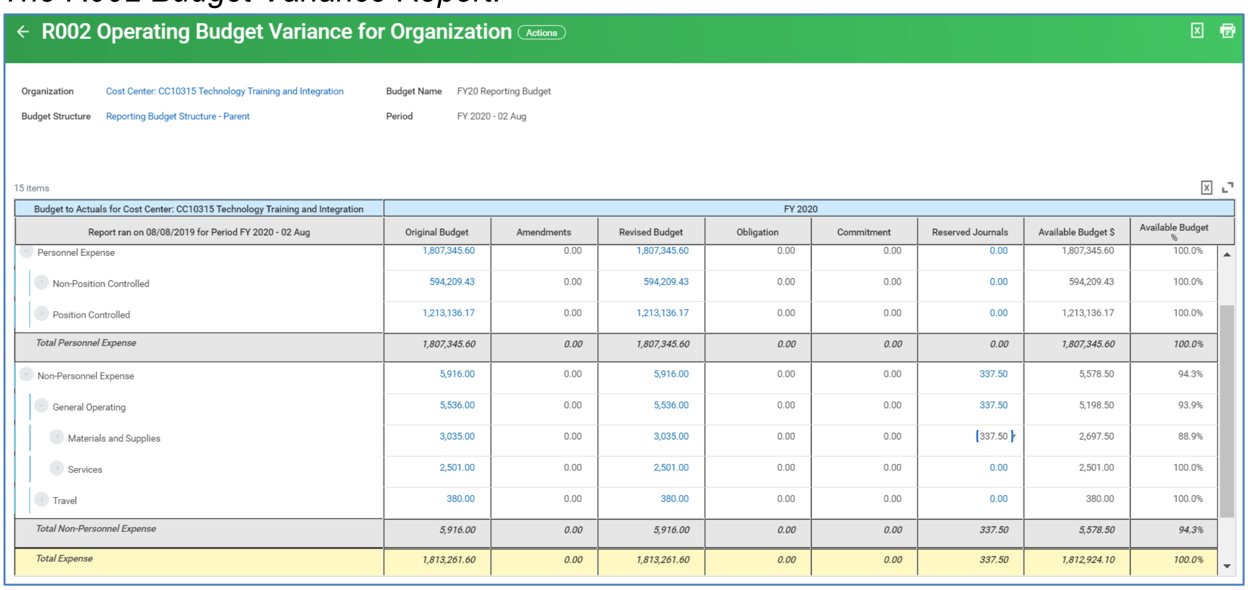


- In the *Search* field, enter **R134** to find and run the **Grant Summary by Ledger Account** report.



1) In the **Organization** field of the R002, select the **Prompt** icon and search for the organization you wish to view. To view a list of all Cost Centers or Gifts to which you have access, select **Active Cost Centers** or **All Gifts**.
2) In the **Organization** field of the R134, select the **Prompt** icon and search for the project you wish to view.
3) Click the **OK** button.

The R002 Budget Variance Report.



R002 Operating Budget Variance for Organization (Actions)

Organization: Cost Center: CC10315 Technology Training and Integration
Budget Name: FY20 Reporting Budget
Budget Structure: Reporting Budget Structure - Parent
Period: FY 2020 - 02 Aug

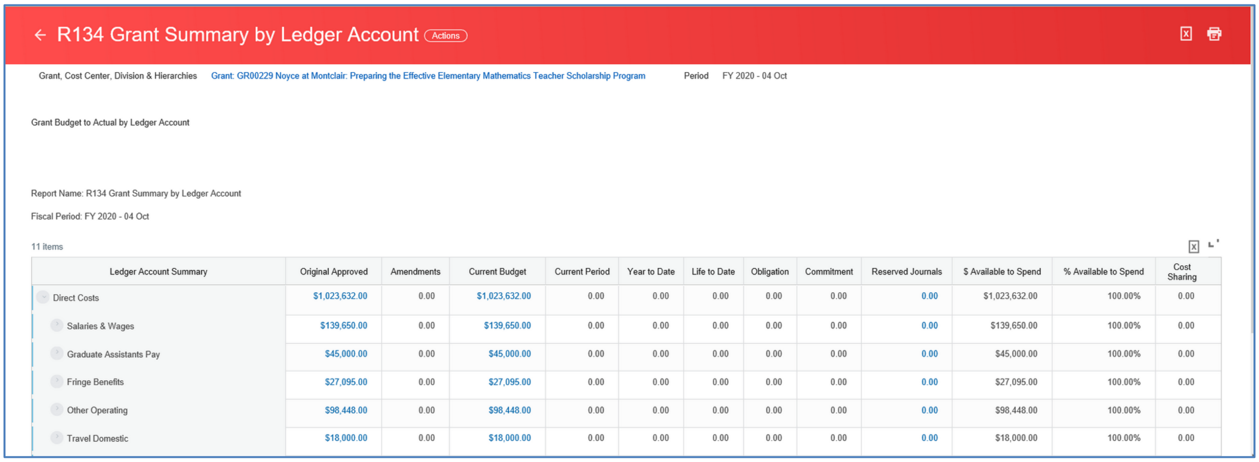
15 items

Budget to Actuals for Cost Center: CC10315 Technology Training and Integration	FY 2020							
Report ran on 08/08/2019 for Period FY 2020 - 02 Aug	Original Budget	Amendments	Revised Budget	Obligation	Commitment	Reserved Journals	Available Budget $	Available Budget %
Personnel Expense	1,807,345.60	0.00	1,807,345.60	0.00	0.00	0.00	1,807,345.60	100.0%
Non-Position Controlled	594,209.43	0.00	594,209.43	0.00	0.00	0.00	594,209.43	100.0%
Position Controlled	1,213,136.17	0.00	1,213,136.17	0.00	0.00	0.00	1,213,136.17	100.0%
Total Personnel Expense	*1,807,345.60*	*0.00*	*1,807,345.60*	*0.00*	*0.00*	*0.00*	*1,807,345.60*	*100.0%*
Non-Personnel Expense	5,916.00	0.00	5,916.00	0.00	0.00	337.50	5,578.50	94.3%
General Operating	5,536.00	0.00	5,536.00	0.00	0.00	337.50	5,198.50	93.9%
Materials and Supplies	3,035.00	0.00	3,035.00	0.00	0.00	337.50	2,697.50	88.9%
Services	2,501.00	0.00	2,501.00	0.00	0.00	0.00	2,501.00	100.0%
Travel	380.00	0.00	380.00	0.00	0.00	0.00	380.00	100.0%
Total Non-Personnel Expense	*5,916.00*	*0.00*	*5,916.00*	*0.00*	*0.00*	*337.50*	*5,578.50*	*94.3%*
Total Expense	*1,813,261.60*	*0.00*	*1,813,261.60*	*0.00*	*0.00*	*337.50*	*1,812,924.10*	*100.0%*

Review the appropriate Parent level Available Budget column to ensure that there is money available for the proposed purchase.

If there is not enough budget in the correct parent account, a budget amendment will need to be completed and approved. Please go to the Workday 2020 website to access the Budget Amendment Reference Guide.

The R134 Grant Summary by Ledger Account Report.



R134 Grant Summary by Ledger Account (Actions)

Grant, Cost Center, Division & Hierarchies — Grant: GR00229 Noyce at Montclair: Preparing the Effective Elementary Mathematics Teacher Scholarship Program — Period FY 2020 - 04 Oct

Grant Budget to Actual by Ledger Account

Report Name: R134 Grant Summary by Ledger Account

Fiscal Period: FY 2020 - 04 Oct

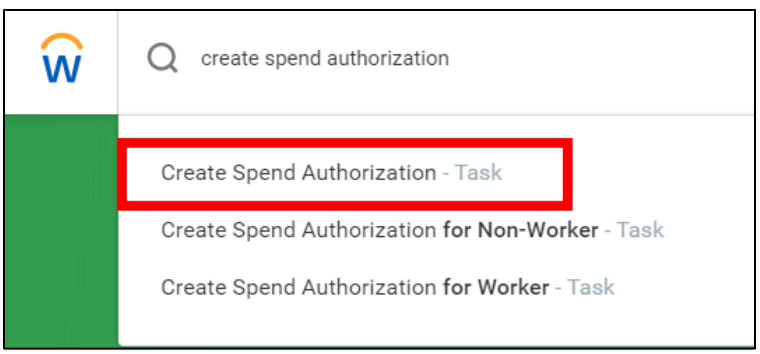
11 items

Ledger Account Summary	Original Approved	Amendments	Current Budget	Current Period	Year to Date	Life to Date	Obligation	Commitment	Reserved Journals	$ Available to Spend	% Available to Spend	Cost Sharing
Direct Costs	$1,023,632.00	0.00	$1,023,632.00	0.00	0.00	0.00	0.00	0.00	0.00	$1,023,632.00	100.00%	0.00
Salaries & Wages	$139,650.00	0.00	$139,650.00	0.00	0.00	0.00	0.00	0.00	0.00	$139,650.00	100.00%	0.00
Graduate Assistants Pay	$45,000.00	0.00	$45,000.00	0.00	0.00	0.00	0.00	0.00	0.00	$45,000.00	100.00%	0.00
Fringe Benefits	$27,095.00	0.00	$27,095.00	0.00	0.00	0.00	0.00	0.00	0.00	$27,095.00	100.00%	0.00
Other Operating	$98,448.00	0.00	$98,448.00	0.00	0.00	0.00	0.00	0.00	0.00	$98,448.00	100.00%	0.00
Travel Domestic	$18,000.00	0.00	$18,000.00	0.00	0.00	0.00	0.00	0.00	0.00	$18,000.00	100.00%	0.00

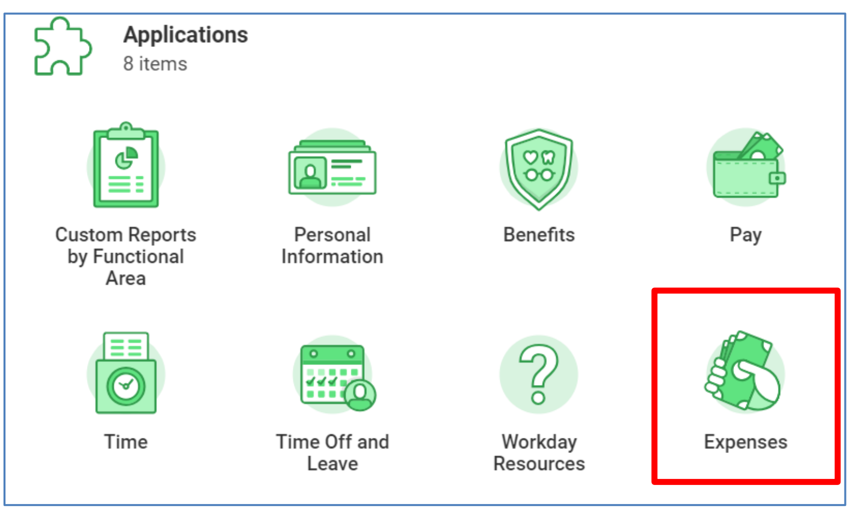
Once confirmed that there is enough budget to proceed, begin to build the Spend Authorization.

Create Spend Authorization Request

1) Enter **Create Spend Authorization** into the *Search* bar and select it from the search results.

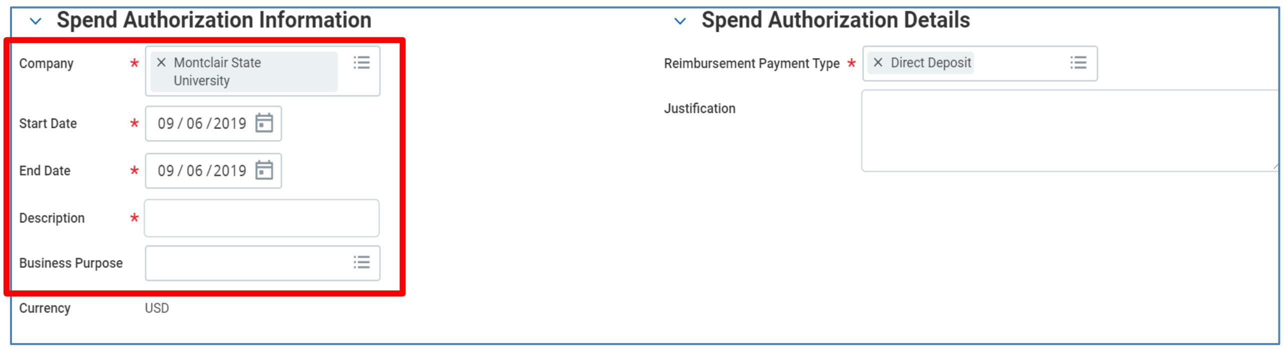


OR, click on **Expenses** from homepage *Applications* and select the **Expenses** application. Then click on **Create Spend Authorization** under **Actions**.



2) From the *Create Spend Authorization* screen, go to the *Spend Authorization Information* section and enter the following:

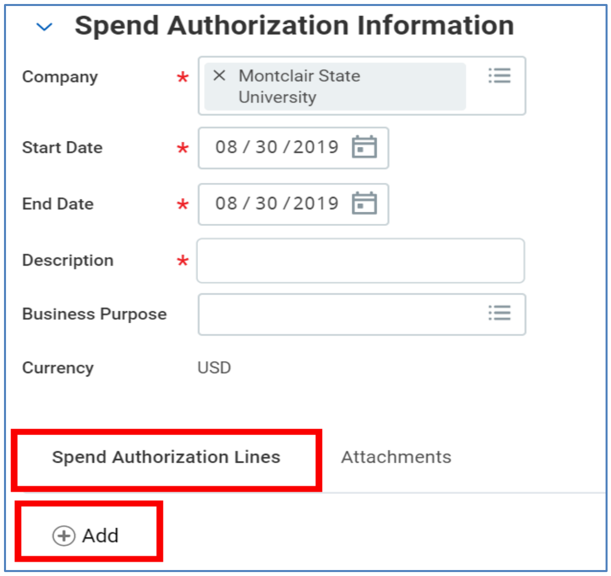
- **Company:** This field defaults to Montclair State University.
- **Start Date:** Select the start date of the trip.
- **End Date:** Select the end date of the trip**.**
- **Description:** Enter the title of the request (name of the event, etc.).
- **Business Purpose:** Select the item associated with the purpose of the travel, by typing the name of the classification (i.e. conference). This is a required field.



3) In the *Spend Authorization Details* section enter the following:

- **Reimbursement Payment Type:** Will default to **direct deposit** in the same place where the employee paycheck gets deposited.
- **Justification:** Enter additional information as required by the employee's department, if any.

4) Below *Spend Authorization Information* from the **Spend Authorization Lines** tab, click the **Add** button to create a line for each expense.



5) Complete the following fields:

- **Expense Item:** Enter the name of the expense item or service. This field is searchable by typing the name of the item.
- **Quantity:** Total number of items or services.
- **Per Unit Amount:** The dollar amount per item/service.
- **Total Amount:** Total dollar amount for each item/service.
- **Memo:** Enter additional information to those processing the Spend Authorization. This field is optional.
- **Cash Advance Requested**: Check this box if a cash advance is being requested. Cash advances can ONLY be requested for per diem meal expenses. **Note** – Travel card holders should always request a cash advance as the travel card can NOT be used for per diem travel meals.
- **Cost Center**: Identifies which cost center will pay for the item/service. This field defaults in with the employee's Cost Center. If different worktags need to be indicated, click the **X** in the corresponding field to remove the default and search for the appropriate worktag via the **prompt** icon. **Note** – if these fields are changed on the first line, then all lines added in afterwards will reflect the new information.

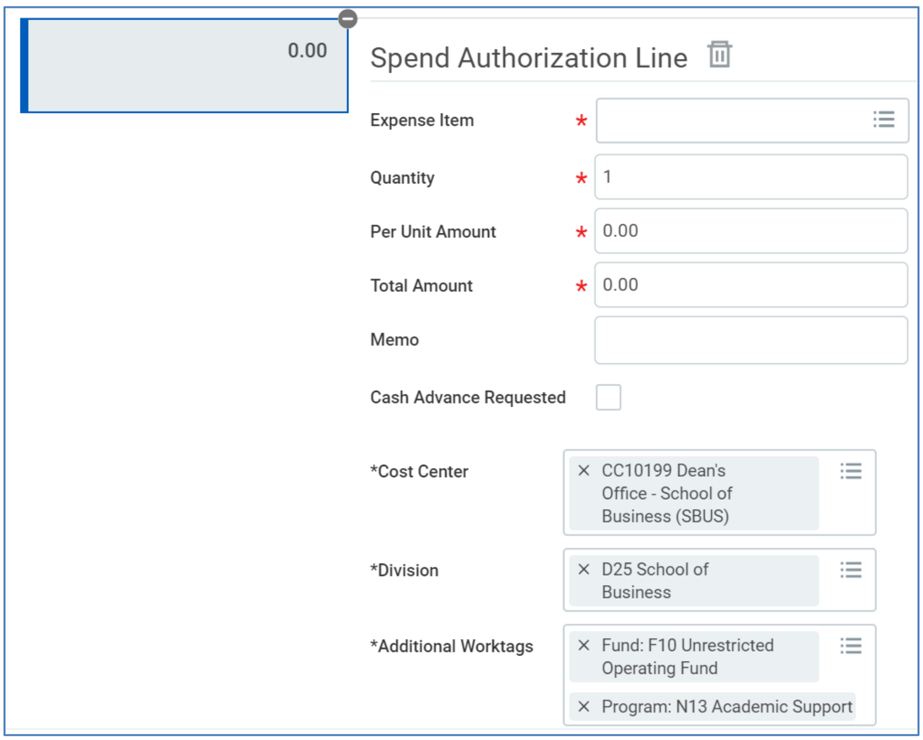
  To ***split a line item*** in a spend authorization, the requester must add a separate line for the same expense item and indicate the amount to be assigned for each specific cost center, gift, or grant.

  For example, if a hotel room expense were to be split between a cost center and/or gift and/or grant, the first line of the spend authorization should read "Lodging" and the Worktags should reflect the first Cost Center, Grant, Gift and the amount field should reflect the amount to be encumbered.

The next line(s) should reflect the next cost center/gift/grant that will encumber a portion, or remainder, of the overall expense.

NOTE – Confirm that the entire amount of each expense line has been accounted for when splitting the lines.

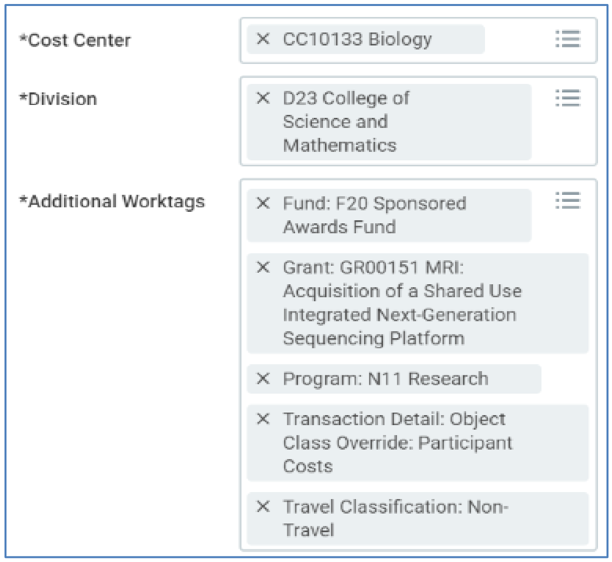
- **Division**: Identifies the division that will pay for the item/service.
- **Additional Worktags**: Identifies what Fund and Program the item/service is being charged to. This field defaults in with the worktags associated to the employee's Cost Center.



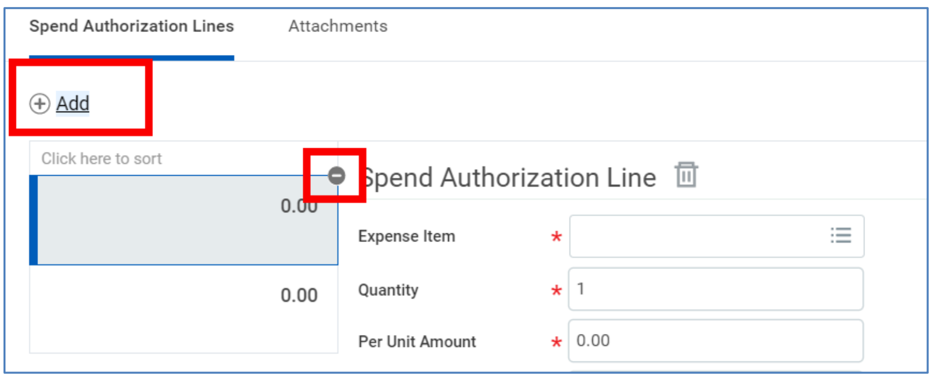
IMPORTANT: If a Grant, Gift, or Project is being used, delete all default worktags (cost center, etc.) by clicking the **X** in the corresponding field to remove the default and selecting the appropriate driver worktag in the Additional Worktags field. The remaining fields default based on the selection.

Note – For expenses related to **Grants** that involve travel, the following worktags, located under the *Additional Worktags* field, must be completed:

- <u>Transaction Detail</u> – should be completed when indicating expense for Participant Cost
- <u>Spend Classification</u> – should be used to indicate if Domestic or International travel

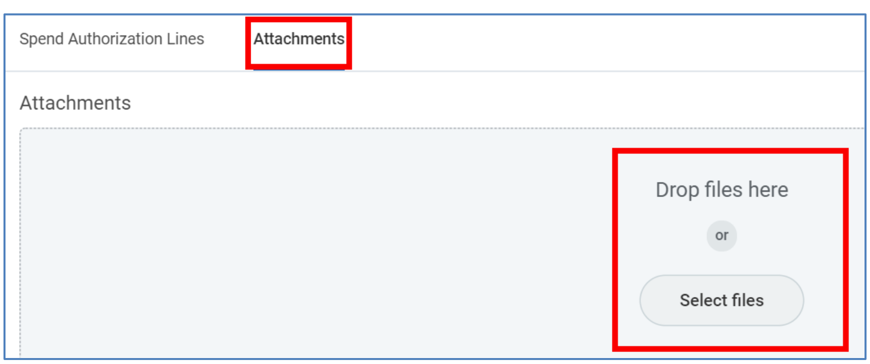


Under the **Spend Authorization** tab, select the **Add** icon to add additional lines. To delete a line, click the **Minus** button associated to the line.



6) Click the **Attachments** tab to add documentation. Attachments are required, and **must** include the conference/meeting details including meals that will be provided, along with documented reason if lodging is above the GSA rate, and any other backup required by the Cost Center.

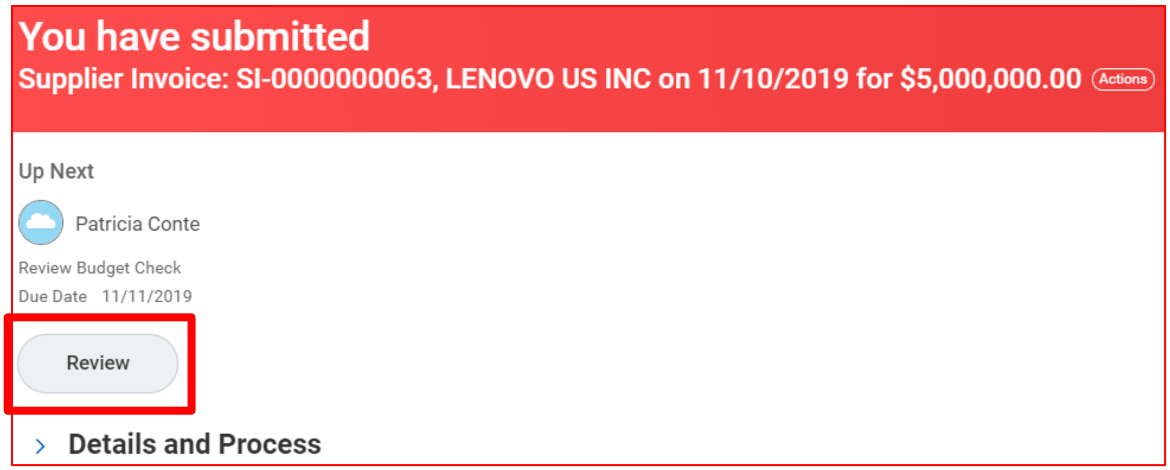
Note – For International travel, justification is required to be included within the Spend Authorization.



7) Click the **Submit** button to process this request through the approval flow.

Review Budget Check

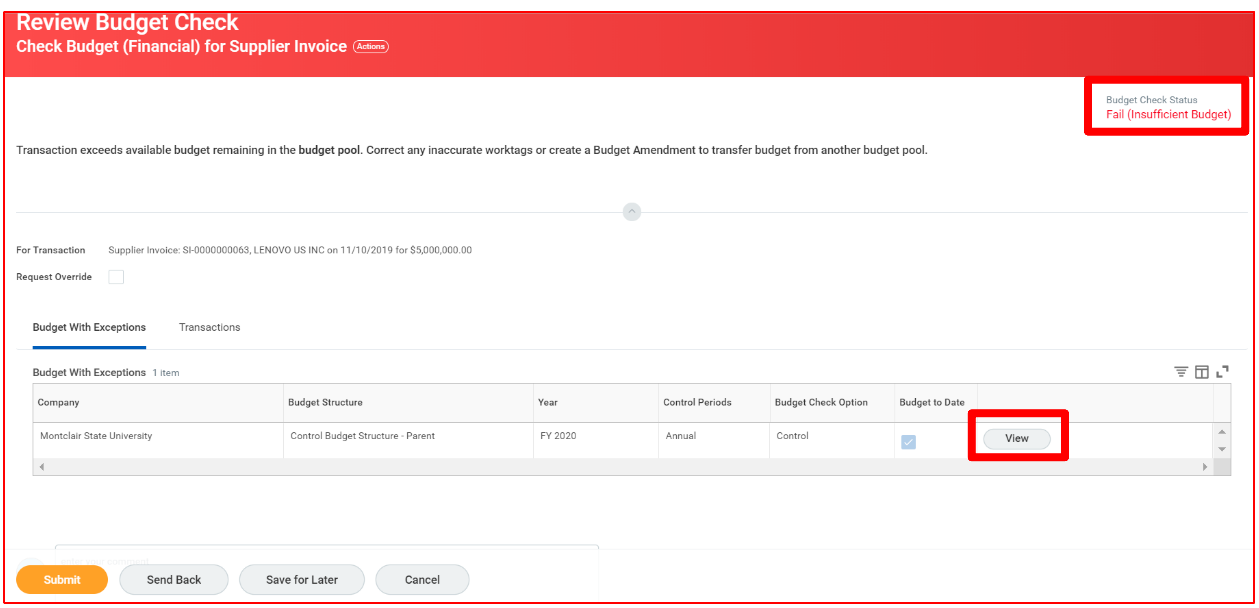
If the system finds an issue with the budget versus your request, a “Review Budget Check” action and Review button displays on the screen, once the request is submitted. An item will also be sent to your Inbox, Actions tab. **NOTE-This request will NOT be sent to the approver for review if there is an issue with the budget.**



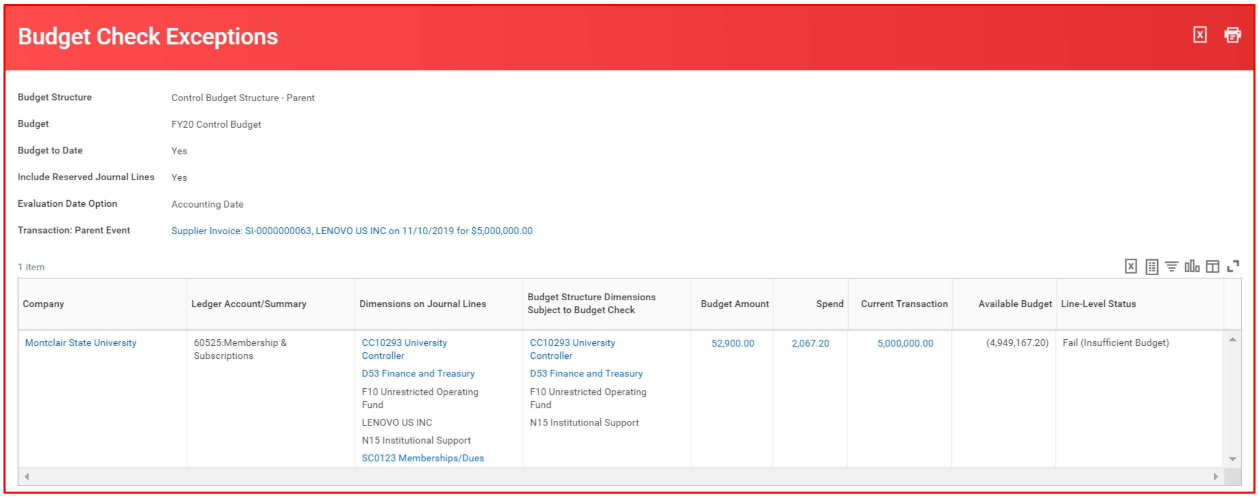
1) Click the **Review** button to drill into the request in order to find the issue.

In the upper right corner, the budget status displays.

2) Click the **View** button on the line to see the specific details of the request.



3) Review the columns of the report, and pay special attention to the Budget Amount versus the Current Transaction columns.



Budget Check Exceptions

Budget Structure	Control Budget Structure - Parent
Budget	FY20 Control Budget
Budget to Date	Yes
Include Reserved Journal Lines	Yes
Evaluation Date Option	Accounting Date
Transaction: Parent Event	Supplier Invoice: SI-0000000063, LENOVO US INC on 11/10/2019 for $5,000,000.00

1 item

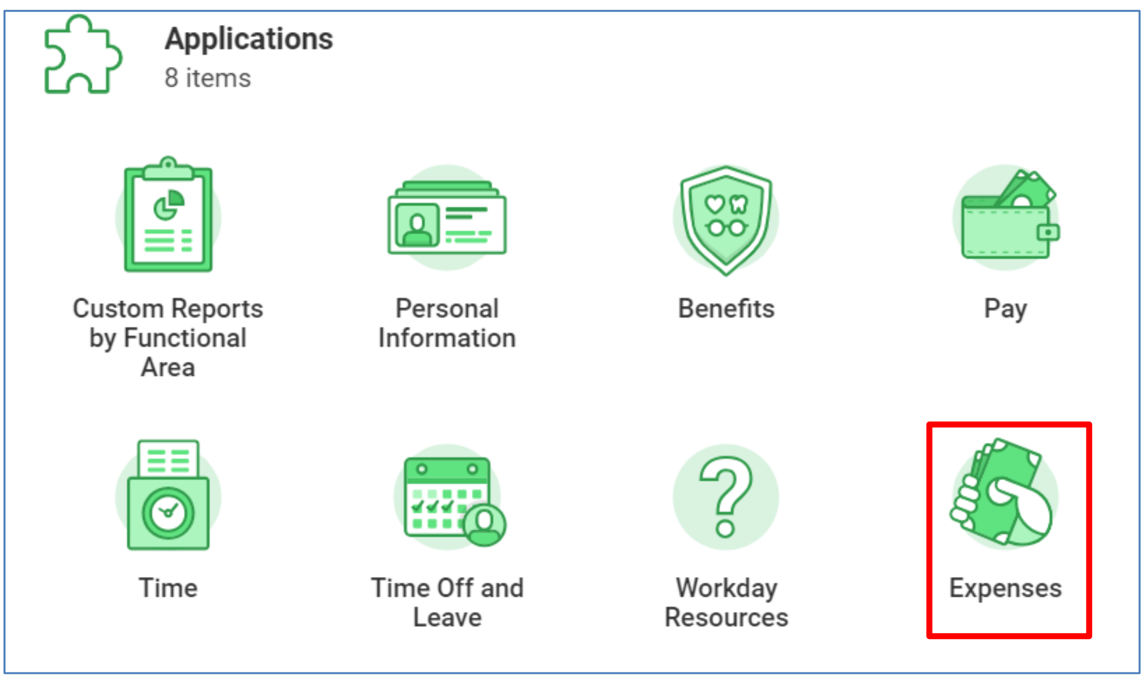
Company	Ledger Account/Summary	Dimensions on Journal Lines	Budget Structure Dimensions Subject to Budget Check	Budget Amount	Spend	Current Transaction	Available Budget	Line-Level Status
Montclair State University	60525:Membership & Subscriptions	CC10293 University Controller D53 Finance and Treasury F10 Unrestricted Operating Fund LENOVO US INC N15 Institutional Support SC0123 Memberships/Dues	CC10293 University Controller D53 Finance and Treasury F10 Unrestricted Operating Fund N15 Institutional Support	52,900.00	2,067.20	5,000,000.00	(4,949,167.20)	Fail (Insufficient Budget)

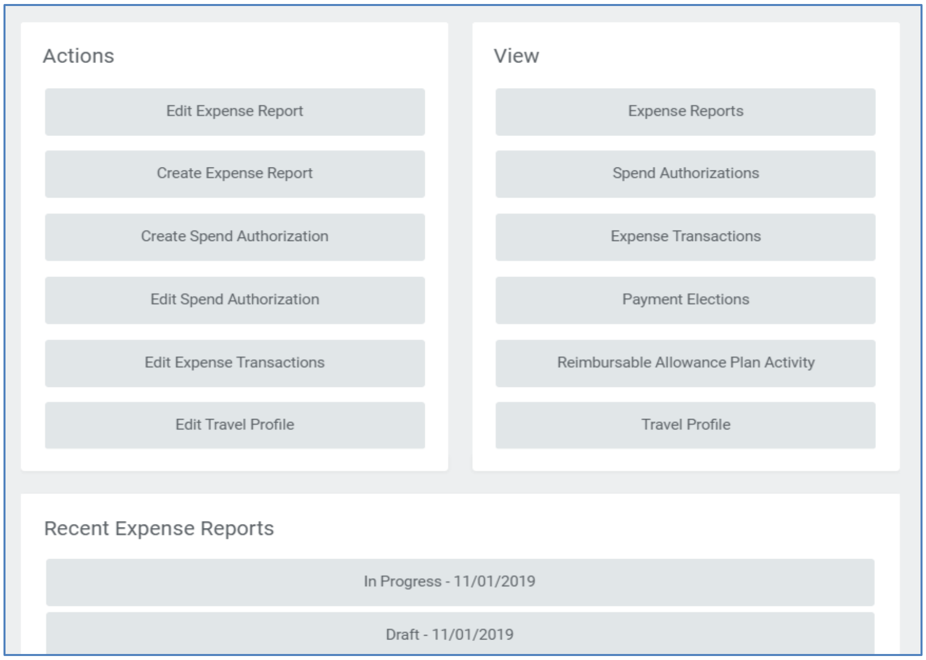
4) Based on the information provided, decide if a Budget amendment needs to be completed, or if the request should be edited to adjust the Worktags.

Manage Spend Authorizations

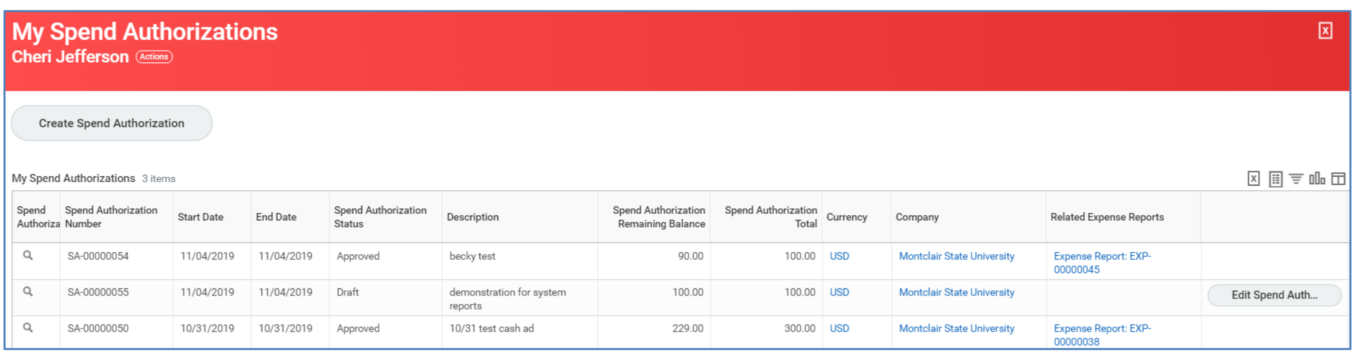
Employees can locate, view, and edit their Spend Authorizations and Expense Reports by clicking on the **Expenses** application icon, and selecting the appropriate action in the **Expenses Dashboard**.

Note – For those spend authorizations and expense reports which were submitted by someone else on behalf of an employee or non-worker, the Initiator must locate the document through the **Spend Authorization Lines for Organization – Report** (see the *Edit Spend Authorization* section below.)





1) Under the *View* section on the right of the dashboard, select **Spend Authorization**.
2) On the *My Spend Authorization* screen, click the **Edit Spend Authorization** button to the far right on the report line of the non-approved spend authorization to be edited. **Note** – You can also click the twinkie at the magnifying glass of the spend authorization and select **Spend Authorization > Edit** to make changes to this document.



3) Make the necessary changes and click **Submit** to send the spend authorization through the approval flow.

Approval Process

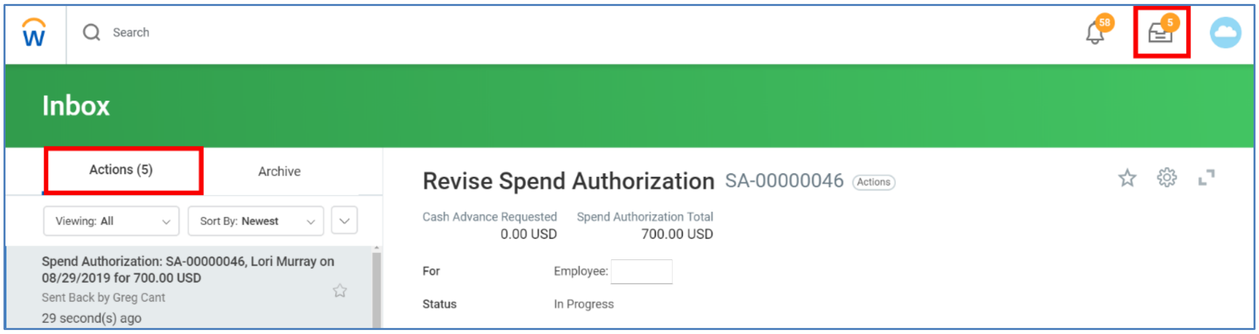
If a spend authorization is created by an individual on behalf of another employee, the spend authorization will be routed to the targeted employee for review and approval before moving to the standard approval flow.

The approvers will receive a notification in their Workday Inbox. The approval flow is as follows:

- Cost Center Manager or Grant Manager (PI)

- Special Approver (if required) – Grants Accounting, Project Manager, Gift Manager, Provost Office

Note – The approver can send the request back to the requester. If the approver sends the request back, the requester receives a notification in their Inbox of the requested changes. Once the changes are made, the requester must resubmit the request.



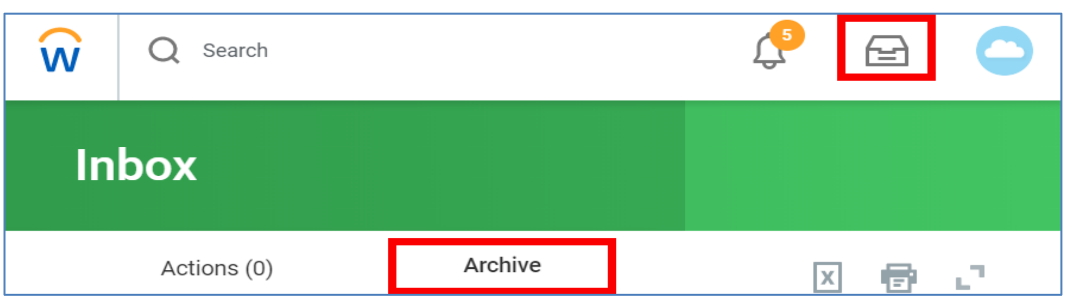
Save for Later

1) Click the **Save for Later** button to save your request and return to it later.

2) To locate the Spend Authorization in Draft status, click the **Expenses** application icon in applications section of your Home Page.
3) Select **View Spend Authorizations** and select the appropriate Spend Authorization.

Check the Status of Approval

1) Navigate to your **Inbox** and click on the **Archive** tab.

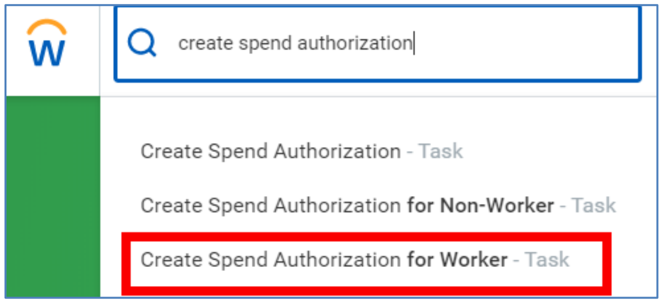


2) Click the appropriate notification and on the left side of the screen, click the **Process** tab to view the approval history and the remaining process steps.

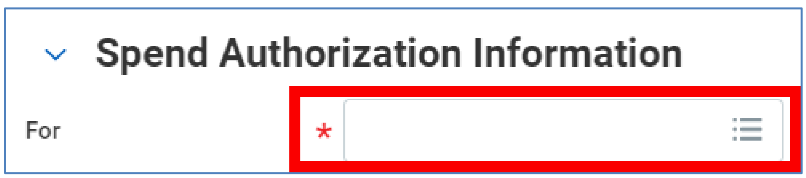
Create Spend Authorization Request on behalf of another Employee (FOR WORKER)

The Cost Center Finance Specialist role can initiate this business process.

1) Enter **Create Spend Authorization for Worker** into the *Search* bar and select it from the search results.



2) Enter and select the name of the MSU employee.

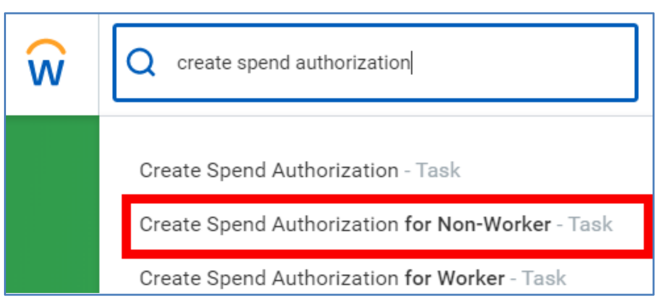


3) Continue from **Step 2** of **Create Spend Authorization Request** in previous section.

Create Spend Authorization Request on behalf of an External Committee Member (FOR NON-WORKER)

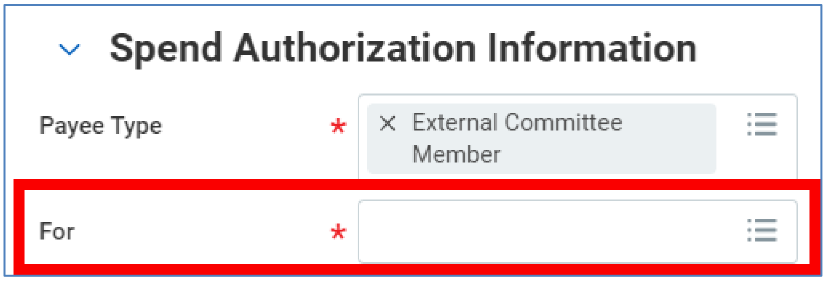
The Cost Center Finance Specialist role can initiate this business process.

1) Enter **Create Spend Authorization for Non-Worker** into the *Search* bar and select it from the search results.



2) Enter and select the name of the non-worker/external committee member.

Note – If the non-worker does not display in the system, the Initiator must contact Accounts Payable in order to have the individual created in the system.

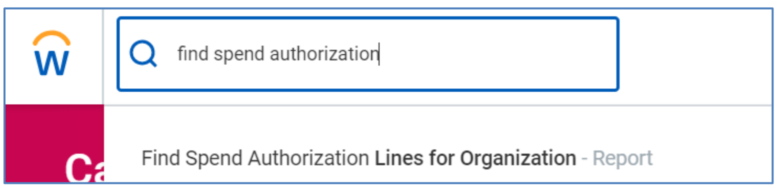


3) Continue from **Step 2** of **Create Spend Authorization Request** in previous section.

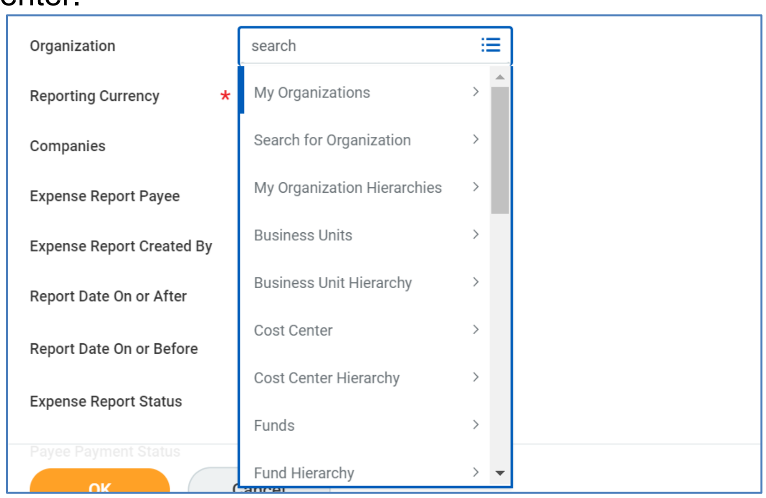
Edit "On Behalf Of" Spend Authorization

Changes can be made to a spend authorization up until it has been approved.

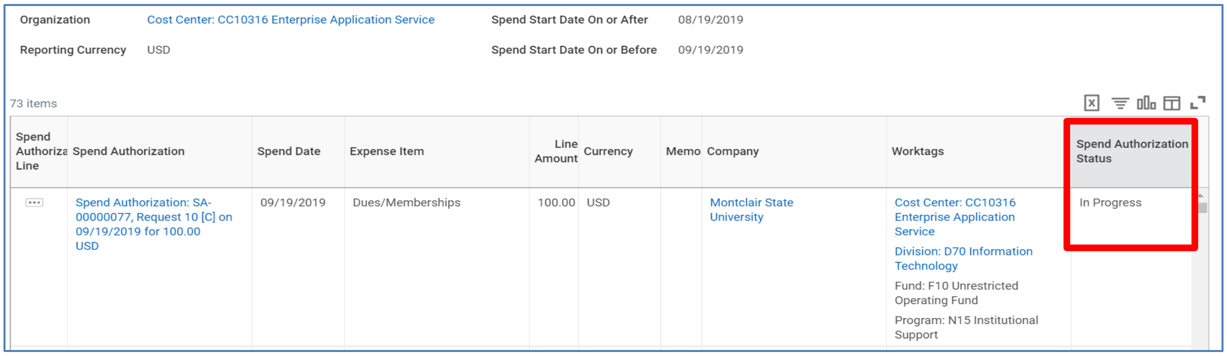
1) Enter **Find Spend Authorization** into the *Search* bar and select **Find Spend Authorization Lines for Organization – Report** from the search results.



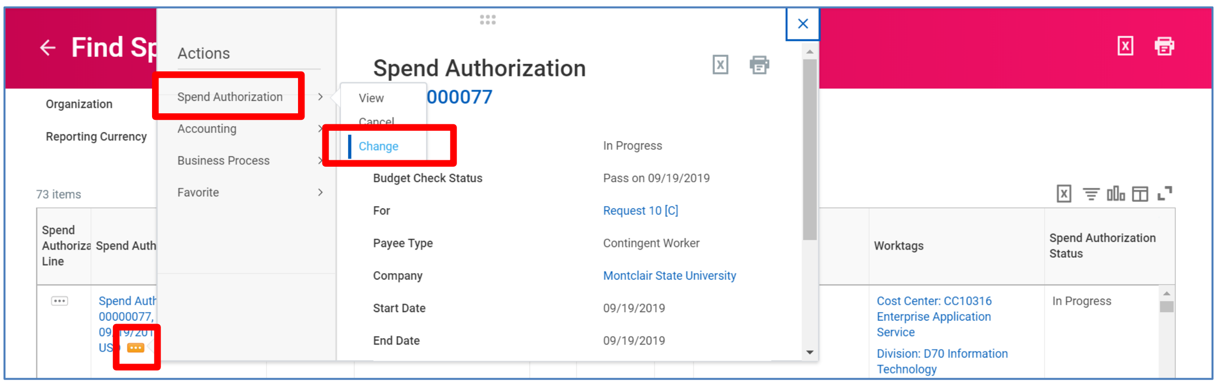
2) In the **Organization** field, select the **Prompt** icon and **My Organizations** to view a list of those cost centers associated to you and select the appropriate cost center.



3) Click **OK**.
4) Locate the line for spend authorization with the **Spend Authorization Status** of **In Progress**.



5) Hover over the **Spend Authorization** field, and click on the **twinkie** for the **Actions** menu.
6) Click **Spend Authorization** and click **Change**.



7) Make the necessary changes and click **Submit** to send the expense report through the approval flow.